

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, January 26, 2012 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Tom Lund, Robert Miller, Mark Tumpach, Kris Schuller, Tony Theisen

Also Present: Supervisor Andrews, Maria Lasecki, Doug Marsh, Sandy Juno, Kevin Reye, Debbie Klarkowski, Paula Kazik, Brian Shoup, Carolyn Maricque

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Tumpach, seconded by Supervisor Schuller to move Item 26 up to Item 9 and move Item 25 up to Item Number 10. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of December 8, 2011, December 21, 2011 and January 12, 2012.

Motion made by Supervisor Theisen, seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. Review of minutes:

a. Facility Master Plan Subcommittee (December 15, 2011).

Motion made by Supervisor Theisen, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

- 2. Communication from Supervisor Buckley re: Draft a resolution to add a fraud investigator for the Sheriff's Department to be used in conjunction with the current fraud investigator assigned to work with Human Services. This position would need to be reviewed after 1 year. Funding could come from carryover monies at the 2011 Sheriff's Department budget. *Referred from December County Board.***

Motion made by Supervisor Schuller, seconded by Supervisor Tumpach to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

As shown here, the Committee made a motion to hold for one month, however, this matter had been handled at Executive Committee on January 12, 2012; see January Executive Committee minutes.

- 3. Communication from Supervisor Miller re: That Brown County begin surcharging employees and dependents insured under the County's health insurance plan for the behavior of smoking. According to recent data, smoking employees and dependents incur on average \$3500 in increased health costs per year. I propose to surcharge an employee who smokes \$50/month. I propose to surcharge each insured dependent \$25 per month. This would be put in place as soon as practicable.**

Supervisor Miller reported that about 60% of large employer health care plans have a smoker surcharge. He felt Brown County employees should be given an opportunity to adjust their behavior to stop smoking before a surcharge is enacted and therefore he was looking at the six month to one year time frame to enact this. Miller continued that there are three considerations with regard to this issue:

- Fellow employees of smoking employees are incurring additional charges to subsidize smokers;
- Tax payers are also picking up additional charges;
- A surcharge could encourage employees to quit smoking if they cannot afford increased Insurance costs plus the cost of cigarettes.

Supervisor Theisen thought this was a fair proposal that made sense.

HR Director Debbie Klarkowski felt that a plan of this nature could not be put in place until 2013. She stated she could bring this idea to the strategic planning group and then a recommendation would be made to the Executive Committee for the following plan year. Klarkowski also stated that there currently is a program that can assist smokers in quitting.

Supervisor Schuller asked how something like this would be enforced and Miller responded that there is a nicotine test. Supervisor Tumpach added that his employer has a smoking surcharge and there is a blood test that can detect nicotine. Chair Lund stated that his employer also surcharges smokers and it is done on the honor system, however, if an employee is found to have anything that is smoker related, they could be kicked out of the plan or lose their job.

Supervisor Andrews pointed out it would be important to know the costs of tests associated with enforcing a surcharge. She also brought up the idea of offering some sort of incentive instead of a penalty. Miller stated that he was open to either possibility. Lund felt it was a good idea to explore this issue further. Theisen felt with the number of companies that already do have a smoker surcharge, it is apparent that it saves money.

Klarkowski stated she could have answers to some of the questions available by the March Executive Committee meeting.

Motion made by Supervisor Miller, seconded by Supervisor Theisen to refer to Executive Committee. Vote taken. Ayes: Miller, Theisen, Tumpach, Lund Nay: Schuller. MOTION CARRIED 4 – 1.

4. **Communication from Supervisor Miller re: That Brown County will cease purchasing processing suites (word processing, spreadsheet, etc.) effective December 31, 2011. Thereafter, the County will rely on either open office or google docs which are free.**

Miller stated that other municipalities have stopped purchasing Microsoft Office and he felt it may be possible to save hundreds of thousands of dollars but not renewing some of the software licenses. Interim IT Director Kevin Reye stated that currently the County pays about \$110,000 per year on the licensed copies. Lund asked Reye what drawbacks there may be with not using Microsoft and Reye indicated that several of the major applications download information to Excel and he does not know if open office would be capable of that. He also stated security could be a concern and used the example of using Outlook which encrypts e-mail

messages. Reye also felt that retraining employees on new software would be a major undertaking.

Miller stated that the Village of Ashwaubenon is looking into this and he was also aware of a large municipality in California that has gone to google docs or the cloud based system. Miller also stated that he has used open office for a number of years and has found that it reads Excel without any problem and is perfectly compatible. He felt with the savings that could be achieved of approximately \$110,000 per year it was worth looking into further and felt that the cost savings could offset the cost of training.

Andrews stated that she would like to see a comparison between open office and google docs as her experience with google is that when they decide to upgrade things, it is done without any option as to when it is upgraded. She felt that there are times that it would be very inconvenient to deal with software upgrades, such as during the budget period. Andrews felt that perhaps this matter should be referred to a subcommittee. Miller agreed that there may be situations that arise with peculiar needs but he felt that the great majority of what the staff does would be able to be done by open office.

Motion made by Supervisor Miller, seconded by Supervisor Schuller to refer to Kevin Reye to bring back a report of what quantity/percentage of County employees can use open office and whether it would be practical to do so. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Communication from Supervisor Miller re: The Human Services Department and Child Support Agency shall report to their supervising committees on the steps they are taking to insure the safety of their employees in dealing with the public. Specifically, the Administration Committee received complaints from child protection workers and child support enforcement workers on employee safety.**

Miller felt this communication speaks for itself and asked Human Services Director Brian Shoup to address this further.

Shoup stated that he had recently put together a group to look at safety protocols. This was precipitated by routine testing of the panic buttons which led to further discussions and he then invited Risk Manager Barbara West to meet with the group. He felt it was important not only to know what the protocols are, but also to determine if the protocols are up to date, if they work, if everyone knows what the protocols are, etc. Shoup continued that while his job is to look out for his department, there may be some shared common interest with other departments as well.

Miller is aware that child protection workers have concerns with regard to safety at follow-up meetings with parents after children are removed from their care. Shoup stated that due to the nature of the work done in Human Services and their mission, from time to time there are employees dealing with sensitive issues. He stated that perfectly rationale clients can come in and under duress things can escalate quickly and he felt that there may be other departments with similar concerns.

Lund asked Klarkowski if the County has a safety person and Klarkowski indicated that the safety coordinator position has been open since October, 2011. She said HR is waiting for the new Public Works Director to come on board so she can put a group together to determine where exactly the safety position belongs. Klarkowski stated that she would be in a position to come back to the committee with recommendations by March.

Child Support Director Maria Lasecki introduced herself to the Committee and wished to address this issue as well. She provided the Committee with a handout, a copy of which is attached, consisting of child support safety updates. She also stated that her staff has some concerns because the Northern Building was exempted from the concealed carry ban. In response to these concerns, Lasecki met with IS, Facilities, Corporation Counsel and the regional office for the Bureau of Child Support who then sent out a statewide poll relevant to what agencies are doing from a safety standpoint. A copy of this poll was distributed to the Committee and is also attached.

Lasecki outlined some of the points set forth on the Child Support Safety Updates with regard to the duress button, making 911 calls and building security as well as issues with the concealed carry law and bullet proof glass in her Department. Lasecki stated that they have shatterproof glass, but not bulletproof glass. Currently 85 percent of other counties ban concealed carry in buildings in which child support agencies are located. Several agencies also have metal detectors. The concern from her staff's perspective is that there can be situations that arise what could put them at danger due to the jobs that they do. Lasecki continued that the estimate she received for bulletproof glass is \$20,000.

Miller thanked Lasecki for her information and asked how many square feet of bulletproof glass would be needed. Lasecki stated that currently the shatterproof glass covers an area for two receptionists, but they only have one receptionist and therefore did not need as much glass as currently exists. Lasecki said that the receptionist area would have to be restructured due to the weight of bulletproof glass and therefore there would be associated architectural fees.

Miller also asked if it would be feasible to use a teleconferencing system and Lasecki stated that she had spoken with Kevin Reye about that and felt this was a possibility that could be explored further and she was also willing to explore cameras being installed in interview rooms.

Tracy Tilot, Karen Ferry, Kim Brehmer, Lisa Van Pay, Amy Vannieuwenhoven and Kathy Luedtke, employees in child support all attended the meeting with Lasecki. Tracy Tilot stated that she had contacted her County supervisor when the Northern Building was excluded from the gun ban. Her biggest concern was that the Board does not know what kind of work they do. She explained that when child protective services take children away from parents, the child support workers then go to set support on the parents, so not only did the parents lose their children, but now they have to pay support as well. She stated that many times clients come in completely calm assuming that child support will agree with their position, but then when child support does not agree, that same calm person is no longer calm. She felt that a sign banning guns from the Northern Building would help to make people think before they enter the building.

Theisen recollected that the Administration Committee was interested in the ban of firearms in the Northern Building and he felt that it may have been because they heard firsthand testimony of what happens in Child Support. He stated that before this is voted on at the Board level maybe it should be referred to the Executive Committee so that more people can hear firsthand what goes on.

Miller asked the child support workers what they felt the best workable solution would be for them to feel safe. Lasecki stated that she does recognize that technology would give them video conferencing opportunities, but she did not feel this would be the best workable situation for the receptionist desk. She also did not feel that teleconferencing would work in the genetic

testing area as staff in that area has to have direct interaction with the public. She continued that teleconferencing may be an option for routine meetings, but her preference would definitely be for the bulletproof glass.

Lund stated that he is concerned and he felt that safety of the workers is fundamental and it was owed to the staff to have a safe work environment. He felt that if someone who is known to be violent is going to be coming into the agency, a sheriff's deputy should be called to be on hand as it was his experience that an armed officer usually keeps people from acting out. However, it was pointed out by staff that most of the time these problematic clients do not make an appointment, but rather just show up. Lund stated that it may be prudent to require appointments instead of helping walk-in clients. Lasecki did not feel that that would be an option as the child support agency provides a public service and that some of the intent of seeing the walk-ins is to try to ensure that they are de-escalating issues when possible.

Miller asked if employees at the call center in Milwaukee have access to the same information contained in Brown County and it was explained that they have access to the same computer information, however, those in Milwaukee do not have access to what is contained in Brown County's paper files. Much of the knowledge that Brown County has of clients who may be a problem comes from knowledge that has been gathered over the course of years in handling their files. It was noted again that these are generally the clients that just show up and do not typically call the call center.

Treasurer Kerry Blaney stated that he understands the concerns of child support because there are times when angry people show up in the treasurer's office without an appointment.

Karen Ferry explained that they are generally prepared for the people who have a history of coming in angry and disgruntled. Her concern is the person that walks in with something that they think will be handled quickly and in their favor, not understanding how the process or procedure works. Those are the types of cases that concern her as they walk in calmly and leave very irate and she feels that since concealed carry has not been banned in the Northern Building, they could cause great harm.

Miller asked how many of the employees in attendance at the meeting that work in any department have been threatened in some manner during the course of their employment. Approximately two-thirds of those in attendance raised their hands. This was about 20 – 25 people.

Miller then asked if any of these employees in attendance had any other security measures to consider other than bulletproof glass. Interim Facility Director Doug Marsh felt that the simplest solution would be to come up with a way to secure the main entrance to the building so nobody comes in with a weapon of any kind. His suggestion for this would be some sort of metal detector or wand, similar to airport security. Theisen stated since the County Board has already voted to allow concealed carry in the Northern Building, the first thing that would need to be done would be to take this to Executive Committee to have concealed carry banned.

A suggestion was also made to move the child support agency to the courthouse since concealed carry is banned in that building, but there does not seem to be room in the courthouse. Klarkowski pointed out that many times child support agencies are located in courthouses and if this is something that should be considered here, Facilities and the County Executive are currently working on plans to move departments between the Sophie Beaumont Building, Law Enforcement Center and Northern Building and this should be looked at now.

Schuller asked if there were any areas in any buildings that already have bulletproof glass that may be suitable for the child support agency as it would make more sense to utilize a space that already has it instead of going back to the County Board as he did not think that would be successful. Marsh stated that the bulletproof glass that was in place at the former Sheriff's Office has been moved and reinstalled in the new facility.

Shoup felt that this requires more thought and also felt that perhaps the presence of a sworn officer in some locations may be the best alternative. Lund felt that officer presence may be the least expensive solution as we really only need to have the security during the day and at limited times in the evening.

Motion made by Supervisor Miller, seconded by Supervisor Tumpach to refer to staff for report in March. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Communication from Supervisor Andrews: To request that they consider creating a subcommittee to focus on IT issues, to be ready to go when a new IT director is on board. Also, that the subcommittee, or another committee, explore whether it is of benefit to the County from an economic and efficiency standpoint to go paperless, and what it would take to do so. *Referred from January County Board.***

Supervisor Andrews noted that she had submitted a communication earlier regarding looking at tablet devices for the Board, but the Executive Committee decided to wait on this until a new IT director is hired. At this time Andrews would like to take a much larger look at technology. She understands that budgets have become tight and it is becoming more and more difficult to find funds and make decisions. She felt that a large amount of future cost savings lies in what can be done with technology and stated that the trend in counties is to go paperless. She has a contact from Door County that has offered to come to a future Administration Committee meeting to talk about this.

Andrews felt a subcommittee should be created to look at this because she believed there would be ongoing issues with more advanced technology. She stated Supervisor Tumpach advised her that they were addressing some of these things at their study group. Andrews felt that there are issues that are county wide that will be ongoing and once we have a new IT director it would make sense to have a venue to bring those issues to start developing a paper trail of minutes for people to read who are unable to attend meetings.

Miller stated there were undoubtedly municipal entities that are further along in this area than we are and suggested that it would be worthwhile to find some sort of example to emulate. Lund stated that he would be willing to speak with someone he knows who was involved in Chippewa County going paperless and may be able to get a report to share with the Committee.

Schuller stated he is also on the study group and they are currently studying the IT department to come up with processes and policies to find savings within the department and felt that maybe this issue should be brought to the study group. Tumpach felt the specific issue of going paperless could be handled by the study group in conjunction with their review of the IT department and that a separate subcommittee could be more ongoing in nature with a broader scope.

Kevin Reye stated that the IT department does have an application to go paperless and they are currently working with Child Support and the ADRC with regard to going paperless, but it is a

very big initiative for which they would need support to have someone go out and query the departments as to how they could use paperless and what the advantages and disadvantages may be. He also stated that there is a large volume of paper records in the basement of Sophie Beaumont that have been accumulating for years and he felt that one incident such as a flood or fire could be disastrous and going paperless could alleviate this issue. He stated that IT has a lot of projects going on but they lack the labor resources to give the assistance to implement a paperless project.

Schuller felt it would be worth Andrews's time to come to a study group meeting and speak with the group so that when the leadership of IT discusses ways to find costs savings and more efficiencies her idea is front and center.

Motion made by Supervisor Tumpach, seconded by Supervisor Theisen to refer to the study group. Vote taken. MOTION CARRIED UNANIMOUSLY

- 7. Communication from Supervisor Miller re: Brown County shall give the Convention and Visitor Bureau (CVB) an additional \$180,000 per year in room tax from the Stabilization Fund (excess room tax and refinancing surplus). Brown County shall renegotiate the lease with VCB to charge an additional \$15,000 per month from the Resch Center Tenant and Sub Tenant. It is hoped that the additional rent would be devoted to maintenance of the Resch Center facility.**

Supervisor Miller stated this was precipitated by observing the City Council recently. He then ran this idea past Corporation Counsel John Luetscher and Board Attorney Fred Mohr and both indicated that it would permit us to utilize stabilization fund monies which have restrictions as far as the room tax. There is a statute restricting the room tax to a narrow set of criteria and unfortunately the criteria does not include maintenance on the Resch Center. Miller has heard it argued that the Resch Center is being inadequately maintained and the strategy is to start to fund some additional maintenance. Miller proposed utilizing \$15,000 per month or \$180,000 annually towards the maintenance of the facility when the excess funds materialize. He felt the County has a moral and legal responsibility to maintain the buildings we build on behalf of the County's residents.

Tumpach asked how the stabilization fund gets its money and Miller stated that it was from room tax revenue. Tumpach also asked how Miller arrived at his figure of \$180,000 annually and he stated that it was simply an arbitrary number.

Dough Marsh stated Facilities recommended at a prior committee meeting that between 2–4% of the current replacement cost of the complex should be figured for maintenance. This would amount to \$1.1 to \$1.2 million dollars per year. Marsh continued that PMI contributes on average \$400,000 annually in routine and preventative maintenance and an additional \$100,000 in equipment replacement. The County has been contributing roughly \$160,000 annually for a total of \$660,000.

Interim Director of Administration Carolyn Maricque stated that they are looking at the overall expenditures and revenues of PMI, CVB, maintenance and the KI Convention Center and this will all be part of the whole picture when strategizing how to make sure everyone is getting the right funds and are meeting the requirements and expenditures. She also stated that there are some tax compliance issues that will need to be reviewed and they will be meeting with bond counsel. They are actively working on the different solutions and the different priorities and how they will be looking at utilizing the excess.

Miller asked how much money may be generated from refinancing of the bonds. Maricque noted that interest rates have not been finalized at this time, however, she felt the refinancing should be done by February 12, 2011. She stated that there is approximately \$5.6 million dollars in the fund now and once it is refinanced the required amount that needs to be held in the account will be reduced. Maricque also confirmed that once this is refinanced some monies will be freed up and she estimated that amount to be approximately \$2 – \$3 million dollars. There is a maximum amount that has to be maintained in the stabilization fund and right now there is \$5.6 million in the account. The maximum amount that they are supposed to have in there is \$5.1 million before it goes into arbitrage issue.

Based on the information provided above, Miller stated that approximately \$2 million dollars of real funds could be used for other uses and Maricque confirmed this, but she wanted to be sure that the Committee is aware that they are looking at the whole picture of the needs of the revenue and expenditures coming up. Miller reiterated that he felt there was an obligation to maintain the current buildings before they start building new ones.

Theisen stated that he would support this. Tumpach wondered if more analysis would be necessary to figure out the dollar amount that will be necessary and Lund stated that that analysis should be coming at Executive Committee. Theisen stated that his interest in supporting this is that it is a good starting point and if the numbers need to be modified, that would be fine, but he felt a starting point was important.

Motion made by Supervisor Miller, seconded by Supervisor Theisen to increase stabilization funding for use for maintenance. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Communication from Supervisor Theisen re: Request to establish a probationary wage for all new county employees. *Held from December Admin meeting.*

Theisen stated that this was referred from the last meeting so HR could gather more information. Klarkowski stated that with the Budget Repair Bill there was a consortium group that was formed with the WCA and she attended a meeting they held in December. This consortium is creating a test program for all counties to use to review compensation and she was happy to report that Brown County had been selected to be a test pilot for that program. Klarkowski did not have a lot of details at this time, but she will be getting more information within the next several weeks and stated that this consortium will be working with Brown County and five other counties to develop a template to review all positions and develop a compensation program which could include a probationary type wage. This will be done by the Philips Borowski law firm along with a compensation consultant from Wipfli. She expects the next step to be an outline of the program and that they will be coming to talk to either the Administration Committee or Executive Committee.

Theisen indicated that he would be agreeable to looking at the proposed study to see what recommendations they have. Klarkowski's recommendation is to wait and see what is created for a template because then they would bring the template to Brown County to review all positions.

Theisen stated this request is simply for a probationary wage and asked what the scope of this template would include. Klarkowski stated that it would include all of the positions that used to be represented as well non-represented positions and they would actually look at consolidating and collapsing some of the positions that exist. The study would be inclusive of all of that.

Miller asked for additional clarification on the template and asked if the purpose was to clarify what jobs people have, or their rate of pay or a combination and Klarkowski stated that it would be a combination of those things.

Motion made by Supervisor Theisen, seconded by Supervisor Miller to refer to implement pilot program for Brown County. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in proper format here, Item 26 was taken at this time, followed by Item 25.

Treasurer

9. Budget Status Financial Report for November, 2011.

Treasurer Kerry Blaney reported that the Treasurer's Department exceeded their budgeted revenue by approximately \$485,000. This is derived partially from interest on investments as well as collecting some old accounts.

10. Treasurer's Financial Reports for the months of September, October and November, 2011.

Motion made by Supervisor Tumpach, seconded by Supervisor Miller to take Items 9 and 10 together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schuller, seconded by Supervisor Theisen to receive and place on file Items 9 and 10. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Treasurer's Report.

Blaney stated that his department is in the midst of property tax collection season. His office collects taxes for the entire county, with the exception of the Village of Ashwaubenon.

Motion made by Supervisor Theisen, seconded by Supervisor Miller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

12. Budget Status Financial Report for November, 2011.

Motion made by Supervisor Miller, seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Activity Report for December, 2011.

Motion made by Supervisor Schuller, seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Director's Report.

Klarkowski advised the Committee that she will have the annual report for 2011 available at the February meeting.

Motion made by Supervisor Tumpach, seconded by Supervisor Miller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration

15. Budget Status Financial Report for November, 2011.

Motion made by Supervisor Schuller, seconded by Supervisor Tumpach to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

16. 2011 and 2012 Budget Adjustment Logs.

Motion made by Supervisor Theisen, seconded by Supervisor Tumpach to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

17. Interim Director's Report.

Motion made by Supervisor Tumpach, seconded by Supervisor Schuller to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Child Support Agency

18. Budget Status Financial Report for November, 2011.

Motion made by Supervisor Tumpach, seconded by Supervisor Miller to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

19. Director's Report.

Child Support Director Maria Lasecki stated that she was enjoying her new position and that she has met with staff and has learned a great deal and has been listening closely to their concerns.

Motion made by Supervisor Theisen, seconded by Supervisor Miller to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Facility and Park Management

20. Budget Status Financial Report for December, 2011.

Motion made by Supervisor Tumpach, seconded by Supervisor Schuller to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

21. Budget Adjustment (12-14): Increase in expenses with offsetting increase in revenue.

Interim Facilities Director Doug Marsh stated that this \$600 budget adjustment is with regard to a pool cover at Syble Hopp. He reported that Planning received \$26,000 in revenue from a wind farm. Of this funding, \$400 was spent from the project account for structural analysis regarding mounting the pool cover. This normally would have been taken out of professional services, however, that account was over budget. The bid for the pool cover came in at \$26,189 which was slightly over the original funding for the project. Syble Hopp will be contributing \$600 to the project and a check for that has been received and deposited into a revenue account. This budget adjustment is to transfer that revenue back to the project account.

Motion made by Supervisor Schuller, seconded by Supervisor Miller to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

22. Interim Director's Report.

Marsh advised the Committee that they have received two low bid project contracts since his last report. One was for the Syble Hopp pool cover for \$26,189 and the contractor is Alta Enterprise. The other low bid was for gutters at the CTC in the amount of \$47,980 and the contractor is Blackstone Metal Works.

He also stated that they are currently preparing an IFB for shower replacement at Our Home which is a CBRF facility. Bids will be going out soon and will be due in mid-February and the targeted start is late February

Marsh also provided an update on the Facilities capital projects and stated as follows:

- There will be a pre-install site visit by the vendor on the Syble Hopp pool cover soon and the installation is targeted for the week of March 12 (Syble Hopp's spring break)
- With regard to the gutters at CTC, they will determine a start date with the contractor and then work around the weather.
- The acoustic panels in Branch 7 at the courthouse have been received and an install date is being targeted for the first or second week of March.
- Marsh has been contacted by a Senior VP from a development corporation in Fond du Lac who may be interested in the MHC facility and property. A tour has been scheduled for February 8.
- The roof drains have been installed at the courthouse and 14 remaining drains will be installed in Spring, 2012. Once all drains are installed they will work on repairing the plaster damage inside the courthouse.
- The jail fence project has been completed as of December, 2011.
- Facilities is continuing to work on a number of office reconfigurations and relocations and these are more fully described in the attached chart.

Motion made by Supervisor Schuller, seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Information Services

23. Budget Status Financial Report for November, 2011.

Motion made by Supervisor Schuller, seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

24. Director's Report.

Interim IS Director Kevin Reye pointed out the new audio visual equipment in Room 200 of the Northern Building and he has received good feedback on the quality of the system. He also stated that they are in the six week plan of replacing 40 MFD copiers throughout the county and in doing so, they are able to eliminate 34 printers. He also wished to answer a question that had been asked earlier with regard to relocation of the DA's office in the law enforcement center and stated that he has had involvement with Jeff Oudeans with regard to wiring and the DA's office will be occupying all three floors of the Law Enforcement Center.

Motion made by Supervisor Schuller, seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Chapter Four:**25. Discussion of the Chapter 4 rewrite and the effects on departments that operate 24 hours per day, 7 days per week.**

HR Director Debbie Klarkowski provided the Committee with a handout regarding revision of Chapter 4 Personnel Rules and Regulations, a copy of which is attached.

Lund asked anyone who wished to speak on this matter to come forward and state their name and address for the record. The following persons were present: George Frye, Tera Nelson, Kyle Dunning, Nancy Van Vonderen, Tina Baker, Mary Lukes, Melissa Nissen, Greg Engles, Chris Kujava, Jeff Jorgensen, Mark Zeratsky, Stacie Watermolen, Jessica Stein, Krystal Du Bois, Heather Tiedtke.

-Mark Zeratsky, 3030 Curry Lane, Green Bay, Wisconsin. Zeratsky stated that one area of the new Chapter 4 that concerned him is the Easter holiday. Under the old contract, Easter was a paid holiday, however, this is no longer the case and the reason that was given in a meeting they had with HR staff is because that holiday always falls on a Sunday. Under the old contract, if the Easter holiday was worked, you got double time. He felt that this should still be considered a holiday because jail staff work on Sundays. Another area of concern is the work week. He stated that they all work 40 hours per week on a 5-2, 5-3 basis. The way the pay period is set up is Sunday through Saturday for a two week period, but this does not coincide with their work hours. This was changed in the absence of a bargaining unit in that when they work an off day in that short week on the time card, they do not get overtime, even though it is a 48 hour work week for whoever is working. He brought samples of time cards, copies of which are attached, which outlined this.

He was also concerned with the interpretation of the holiday pay contained in the new Chapter 4. Zeratsky stated that in Paragraph 2 under holiday pay it states that all employees will receive eight hours of pay on 7.5 holidays. The next paragraph, however, states that all employees scheduled to work that day will get paid double time their actual hours worked. His interpretation of that is that if you work the holiday, you would receive double time for the actual hours worked, which would be 16 hours, plus the eight hours of holiday pay.

Theisen commented that he received an e mail from one of his constituents on this matter and they talked about this, but he wished to point out that the Board is similar to a Board of Directors in that staff puts together the wording, and then the Board reads it and votes on it. He stated that two people can read the same sentence and interpret it two different ways. Theisen stated that once the language is passed, it is HRs function to interpret it and if there are any questions HR would go to the Board attorney to verify the language. Theisen continued that if an employee is not satisfied with the response, they should make a suggestion as to what they think the wording means and then the Board would have to write it more specifically. He also wished to make the point that the Committee's intention at this meeting is simply to hear concerns and not take action.

Klarkowski stated that she had a meeting earlier in the day with Troy Streckenbach, Fred Mohr, herself and some of the department heads and more meetings will be scheduled in the next several weeks. They have already asked for the managers to work with the employees and write down their concerns, get the data and then send it to Mohr and herself and the County Executive so it can be reviewed and come back to the Executive Committee.

Zeratsky continued that another area of concern is shift differential. He explained that there are three different shifts and the shift differential now starts at 5:00 p.m. for the second shift, but jail officers contend that it should start at 3:00 p.m. as that is when the second shift starts. He stated that they were told that the differential starts at 5:00 p.m. because those are normal business hours for most County offices.

-Mary Lukes, 3028 Curry Lane, Green Bay, Wisconsin, addressed Lund's suggestion that they get together and collect their wording as far as how they are interpreting the issues, but she wanted it to be clear that these issues did not arise until January 1, 2012. Prior to that under the previous Chapter 4 they had no issues with benefits, wording or interpretations.

-Heather Tiedtke, 3028 Curry Lane, Green Bay, Wisconsin wished to make several points, the first being holiday pay. She works at the 911 center and because the center needs to be staffed 24/7 365 days per year, they do not get holidays off. Under the old Chapter 4, they used to get holidays as vacation days, but under the new Chapter 4 they do not get any additional days off for the holidays. She felt this affects employees' decisions as to whether they wish to stay at the center because it is a big sacrifice to give up family time on holidays. She also felt that under the old Chapter 4 they were compensated for holidays by being allowed to take days off on a day other than the actual holiday.

Tiedtke also wished to make the Committee aware of the expense of training a new dispatcher and she provided the Committee with a handout, a copy of which is attached. She stated that they have lost 15 employees, or 25 percent of their staff in the last year. She stated that if the 911 center was fully staffed, there would be 64 employees, four of which would be part-time employees. The average cost to train a dispatcher for six months is \$52,815. It generally takes three months to train one position and on average each employee is trained on four positions which would equate to a full year of training which would cost almost \$105,000. Tiedtke felt that the savings of the benefits that are being cut need to be compared to the cost of losing employees and retraining new employees.

Miller asked if the 15 dispatchers left prior to the new Chapter 4 being put into effect and Tiedtke stated that they did leave prior to it being put into effect, and a number of them left due to the "writing on the wall" with the new Chapter 4 coming into effect. Miller felt that this was probably quite a pressure packed job and Tiedtke confirmed that and also stated that sometimes the sacrifices they make are large and she felt that what they are asking for is only fair compensation. She does understand that everyone is in an economic crisis and we all have to make cuts but she does not feel that what they are asking is unreasonable.

Miller asked if allowances were made due to the stressful nature of the 911 employees' jobs. Tiedtke stated under the prior Chapter 4 the dispatchers had a separate addendum that allowed them a few more vacation days than normal Monday through Friday employees.

-Jessica Stein, 3028 Curry Lane, Green Bay, Wisconsin spoke to the Committee on behalf of an employee who was not able to attend due to attending a family funeral. This employee was originally scheduled to work Monday through Friday this week, however, on Tuesday evening or Wednesday morning she notified management that her grandfather passed away and according to Chapter 4 for bereavement leave you get the next five work days off. Her next five work days would have been Wednesday, Thursday and Friday and Monday and Tuesday. She was told by HR that her days off would include Saturday and Sunday because she works in a 24/7 department. Karl Fleury and Shelly Nackers, the director and manager of the 911 center respectively, sent the employee home and contacted HR. Later in the day Fleury and Nackers

called the employee to tell her they did resolve the matter and that HR told Fleury to interpret it as he saw fit.

-Tina Baker, 3028 Curry Lane, Green Bay, Wisconsin has been an employee with 911 for 16 years. When the new Chapter 4 came out her and another employee were notified that they were losing five days of vacation. These five days of vacation were given to employees with 90 days of employment and the reason given was that they were trying to equal out everyone's vacation. In total there were 28 vacation days taken from senior employees and disbursed out, but ultimately, Brown County added 43 days of vacation. She also stated that this year she would have been granted three additional vacation days which were also lost. Theisen asked her how many days of vacation she had last year and she answered that she had 25 and this year she has 20. Miller asked if there was any forewarning so that she could have used the vacation days instead of losing them and she stated that there was no forewarning nor was there any option to take a payout for these vacation days. Lund pointed out that there really was not any cost savings associated with this since the vacation days were given to other employees. Lund stated that he was concerned about the vacation time and felt that no vacation should be taken away from employees and he was in favor of grandfathering those people in and then going to a new vacation policy for newly hired individuals.

-Stacy Watermolen, 3028 Curry Lane, Green Bay, Wisconsin spoke with regard to the issue of time and a half. She stated that they used to get time and a half after 8 hours but this has now been taken away from them. Now they only get time and a half after they work 40 hours a week, but if they take a vacation day during the week, they will not receive time and a half. She wished to emphasize that those benefits are taken into consideration when you take the job. She also noted that they must be available four hours before and after their shift to cover any vacancies in the center. She also stated that in the event of a snowstorm, they may be required to stay an addition four hours with an hour notice. There is no standby pay for this.

Tiedtke stated that under the old contract the work week was assigned as 5-2, 5-3 which did cover this as they always had a 40 hour work week. Under the new Chapter 4 the work week is defined as Sunday to Saturday, but their work week does not always fall Sunday through Saturday. Theisen asked if they are getting less than 40 hours in any given week, and they stated that they were not. Klarkowski stated that with corrections and the 911 center, it was negotiated in their contract that they be paid 76 hours bi-weekly no matter how many hours they work. Tiedtke stated that they were paid the straight 76 hours because their weeks were divided up into 72 hours and 80 hours.

Miller asked Klarkowski to address the issue of the vacation days that seem to have evaporated. Klarkowski stated that in most cases the vacation schedule that the County Board adopted was the non-represented schedule that was in Chapter 4 and in most cases the administrative schedule was more generous than then collective bargaining agreement until you reach 25 years. She also reminded the Committee that they made a motion to grandfather the vacation schedule, but Executive Committee overturned that.

Zeratsky felt that giving every unit an arbitrary number of vacation days is a mistake. His opinion was that secretaries, ward clerks and similar jobs should not have the same amount of days off as correctional officers and 911 people as the latter have much more stress in their job related activities. He felt that individual job duties should be looked at when determining vacation and stated that the job the 911 people and correctional officers do are different than jobs done by ward clerks and secretaries. Zeratsky also stated that working over 40 hours in a

week did not necessarily mean they received overtime because the week does not spread over the same pay period.

-Tara Nelson, 3030 Curry Lane, Green Bay, Wisconsin wished to reiterated the fact that everyone is saying they all get the same holidays, but she disagreed. Monday through Friday employees get the 7.5 holidays off, but jail officers and those at the 911 center do not get those days off because they have to work. She worked 11 years at the jail before she had a Christmas off. Now on top of losing vacation she also lost 7.5 holidays plus overtime plus holiday pay because she gets the same pay on holidays as she would if she would be off. She has worked at the jail for 22 years and she felt that there needs to be an understanding that they need to keep the senior people. She worked 8 or 9 years until she had weekends off in the summer and now she gets the vacation, but she cannot use it because the way you sign up for vacation is no longer a matter of seniority. Every single thing that was a plus to them in taking their jobs has now been taken away.

-Crystal Dubois, 3028 Curry Lane, Green Bay, Wisconsin added that with regard to the interpretation of what holiday pay is, it would be better for an employee to stay home and have off the holiday than to work it. In the past, everyone took a turn at having a holiday off and those that worked would be compensated at real double time. Now, nobody wants to work the holidays so the junior people will be working 12 hour shifts on the holidays. Currently they have nine openings at the 911 Center and she felt that the new people coming on board will be burned out as well as burning the trainers out. She felt that there needs to be an effort to keep the long term employees happy to retain them.

Miller asked how many hours at a stretch the 911 operators take calls and it was stated that it varies based on a number of variables. They can take up to a few hundred calls a day. They are entitled to a half hour break if the call volume permits. Sometimes they work 12 hours with no break other than a quick bathroom break. Currently they are so low staffed that they are not cross trained everywhere. Sometimes there is not somebody who can sit in your position to give you a break so you have to keep going. It was also pointed out that there are seven different ways that they do things based on the agency they are dispatching for. They currently dispatch for Green Bay Police, Green Bay Teletype, Green Bay Fire, Brown County EMS, Brown County Main and De Pere and Ashwaubenon and each of them are done differently.

-George Frye, 3030 Curry Lane, Green Bay, Wisconsin stated that he has been employed as a correctional officer for 24 years. He stated that the reason the formulas have been set the way they are is that their work week is averaged out over a year period it was found that it came to 1976 hours per year. When that is divided by the number of pay periods in a year, it comes to 76 hours per pay period and that is why it was agreed that everything over and above that would be overtime.

Andrews stated that she looked up the 5-2, 5-3 schedule and what she found was that there are three pay periods of 80 hours followed by seven pay periods of 72 hours before they get back to 80 hours again.

Lund thanked those in attendance for coming and sharing their concerns. Theisen stated that one option that could be entertained is to go back to as close as possible as Chapter 4 was previously. Another option would be to approve it for the current employees but enforce the new Chapter 4 for new employees.

Lund felt that the Executive Committee would look at the items discussed at this meeting, including the Easter holiday, interpretation of overtime pay, interpretation of holiday pay, shift differential issues, vacation days, bereavement leave and vacation time, and definition of the work week.

Motion made by Supervisor Tumpach, seconded by Supervisor Miller to refer to Executive Committee and recommend that Executive Committee take action on Chapter 4. Vote taken.
MOTION CARRIED UNANIMOUSLY

County Clerk

26. Budget Status Financial Report for November, 2011.

Deputy Clerk Sandy Juno stated they are in a good position considering the year they had with the recount and the three additional elections. They have been able to get some of the revenue back on the elections from the municipalities through chargebacks. They had an outstanding year on passport sales.

Deputy Clerk Sandy Juno reported on recall costs per election and provided the Committee with a chart, a copy of which is attached. The GAB had sent each County Clerk office a questionnaire specifically asking for the costs of items listed on the chart. Based upon history of past elections similar in nature, the costs shown on the handout were put together. Juno continued that these recall costs were not budgeted in 2012. There are several factors that could affect the costs. Right now the situation is if a recall takes place in June or July they would run into the fall primaries which will be held in August and therefore there is a possibility that the Clerk would have to acquire additional memory caps for the tabulation equipment which are over \$300.00 each. The largest cost would be running the polling places as there are 88 different polling locations in Brown County and each one is staffed with five or six poll workers. Legal notices and ballots are also some of the greater costs.

Motion made by Supervisor Miller, seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel – No agenda items.

Other

27. Audit of bills.

Motion made by Supervisor Theisen, seconded by Supervisor Miller to pay. Vote taken.
MOTION CARRIED UNANIMOUSLY

28. Such other matters as authorized by law.

Carolyn Maricque wished to advise the Committee that the payroll implementation with HR has been delayed for a year. She stated that there are a number of contributing factors for this. Logos came out with a next generation software package and are migrating all HR and payroll customers to the new package and this package is not fully functional yet.

Motion made by Supervisor Schuller, seconded by Supervisor Theisen to adjourn at 9:10 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,
 Therese Giannunzio, Recording Secretary

Child Support Safety Updates

Duress Buttons

Currently, duress buttons are located in 3 places: both interview rooms and at the receptionist desk. Facilities is moving the duress button from the vacant reception station over to the staffed station. Additionally, in response to my request, Facilities is contacting A&A to have another duress button installed in the genetic testing interview room.

- **Operation:** To activate a duress call, you must depress the button for AT LEAST 3 SECONDS! This delay allows for inadvertent pressing to 'not' dispatch authorities. After you hold the button for 3 seconds, the signal is routed to A&A Security. It took 34 seconds for them to receive the signal today. Once they receive the signal, they dispatch the Green Bay Police at 448-3201 to 305 E Walnut, Northern Building, 4th floor. A&A also then calls our receptionist desk. If there is no answer, there are 3 emergency cell phone number to Facilities that are notified. Green Bay police response time should be immediate.
- The last time there was an issue in the Northern Building, there was a 4 minute response time.
- **Testing:** Buttons are tested monthly. I have requested that each month, facilities allow 4 staff members to experience pushing the button to understand the process and how long 3 seconds actually is.
- **Past Problems:** I understand there may have been a bad experience for our department in the past. In response to that situation, there were numerous meetings with A&A, the sheriff, the city, the department head and facilities. I feel comfortable that all of the issues were worked out.

911 Calls

I have confirmed with IS that 911 calls can be placed using our current telephone system. You may dial: 9911, 8911 or 911. All will be appropriately routed HOWEVER please be aware that there will be a 4 SECOND DELAY before your call is routed. STAY ON THE LINE-this delay has been intentionally programmed to ensure that any inadvertent long distance dialing does not trigger the dispatching of police.

- **Process:** After 4 seconds have passed, your call will be routed to Brown County's 911 center. Brown County will dispatch Green Bay Police. The police will be advised that there is an emergency at Brown County Child Support. They can confirm the exact location (interview rooms, reception area) on the panel near the Adams St. Entrance upon their arrival.

Building Security

The above is great information BUT, please be advised that if you are seeing people after 4:30 (regular business hours), the police will NOT be able to get into the building or up the elevator to our level. Take this into consideration as you plan your appointments or see walk-ins. Also, I would highly recommend that you use the elevator if you are leaving work after 4:30. The stair wells are not monitored. If you get caught in a stairwell between 4th and 1st floor, you can not get into any other level in between. Use of the elevator will take you down although it may stop at the floors in between. Be vigilant.

- Front doors to the building lock at 4:30, per facilities. (Exception: if there is a meeting on 2nd floor)
- Floor doors from the stairwells lock at 4:30 (No exceptions)
- Elevators cease going up at 4:30 but can open at other levels going down

Conceal/Carry Ban and Bullet Proof Glass

As you may know, our glass at the receptionist desk is not bullet proof. I did some investigating into this possibility. The state does not disallow bullet proof glass (I had heard they required it be removed from the Sophie Building). I submitted a request to get a quote to Facilities and learned today that it could be done. A local glass company came to our department with facilities and evaluated our set up. Even with a reduction in

space, the cost would exceed \$20k to redesign and replace our current window, not including architectural fees.

In my inquiry to the regional office about bullet proof glass, I had asked how many Child Support agencies currently have this feature. The poll went out also inquiring about which agencies disallowed conceal/carry. I have compiled the results attached. There is no distinction made between agencies that are located in a court house or in another building.

Work Hours & Flex Time Work Group

As part of our recently formed work group, scheduling is being evaluated. Consideration should be given relevant to staff safety and security. Currently, the buddy system is used to ensure that staff are present when interviews run beyond 4:30.

I hope you find this information to be helpful. I have had discussions with IS about video conferencing and camera use in our interview rooms. There is a lot of technology out there but it comes with a cost. I will continue to explore possibilities in an effort to promote our safety. Sometimes, just mere information and personal astuteness, goes a long way.

POLL-Wisconsin Child Support Agencies
Conceal/Carry Ban & Other Safety Precautions

COUNTY	CONCEAL/CARRY BAN	BULLET PROOF GLASS	METAL DETECTOR
Sawyer	(pending)	Yes	
Polk	Yes	Yes	
Marathon	Yes	No	
Iron	Yes	No	
Kewaunee	Yes	No	
Taylor	Yes	No	
Kenosha	Yes	No	
Langlade	Yes	Yes	
Richland	Yes		
Chippewa	Yes	No	
Adams	Yes	No	
Marinette	Yes	No	
Green Lake	Yes	No	Yes
Dane	Yes	No	
Grant	Yes	No	
Shawano	Yes	No	
Monroe	Yes	No	Yes
Door	Yes	Yes	Yes
Fond du Lac	Yes		
Sheboygan		Yes	
Barron	No	No	
Racine	No	No	
Vernon	No	No	
Columbia	Yes	Yes	
Ashland	Yes	No	
Columbia	Yes	Yes	
Dodge	Yes	No	
Lincoln	No	No	
Totals:	23-Yes/pending 4-No	7-Yes 19-No	3-Yes
	85% Yes 15% No	27% Yes 73% No (of the 73% No, 79% banned C/C)	

2012 Office Relocations

last revised Jan 24, 2012

Jeff Oudeans, Project Manager (unless otherwise noted)

Priority	Project	Project Status
	County Clerk Office Remodeling	In construction – Carpet, sprinklers, doors & frames, and modular furniture set-up to complete. Slated for mid-February completion – date TBD.
1	Park Department Relocation From 2 nd floor Sophie Beaumont to 1 st floor Northern Building	In construction – door delivery week of Jan 30. Slated for mid-February move – dates TBD.
2	Human Services Relocation From CTC to Sophie Beaumont 1 st floor & Mezzanine (Danielski/Rowe)	Moves & move planning in progress. Slated for mid-January thru mid-February moves – dates TBD.
3	Medical Examiner Relocation Law Enforcement Center (LEC); from 2 nd floor to lower level	In construction – painting, vinyl base and carpeting to be completed. Slated for mid-February move – dates TBD.
4	D.A. Office Relocation LEC; relocating staff & files from 2 nd and 3 rd floors to 1 st floor LEC	In planning. Slated for early March moves – dates TBD.
5	Information Services Relocation From 5 th floor Northern Building to 2 nd floor Sophie Beaumont	In planning.
6	Health Department Relocation Jeff Oudeans met with Judy Friederichs & Judy Knudsen on 10.19.11 to discuss the potential relocation possibilities	In master planning – exploring relocation options

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

January 23, 2012

To: Brown County Board of Supervisors

Fr: Debbie Klarkowski
Human Resources

RE: Revision of Chapter 4 Personnel Rules and Regulations

Following outlines the communications to department management and employees.

April 2011 – Timeline for revision of Chapter 4 shared with Administrative Committee

May and June 2011 – Focus groups held with department heads and managers

July 2011 – Draft of revised Chapter 4 submitted to County Executive and Corporation Counsel

August 2011 – County Executive emailed draft to department heads for review

September 2011 – Human Resources reminds departments via email to revise department procedures

October and November 2011- Human Resources meets with all departments' management and/or employees to roll out revised personnel rules and regulations

December 2011 Human Resources continues to meet with departments that need additional assistance

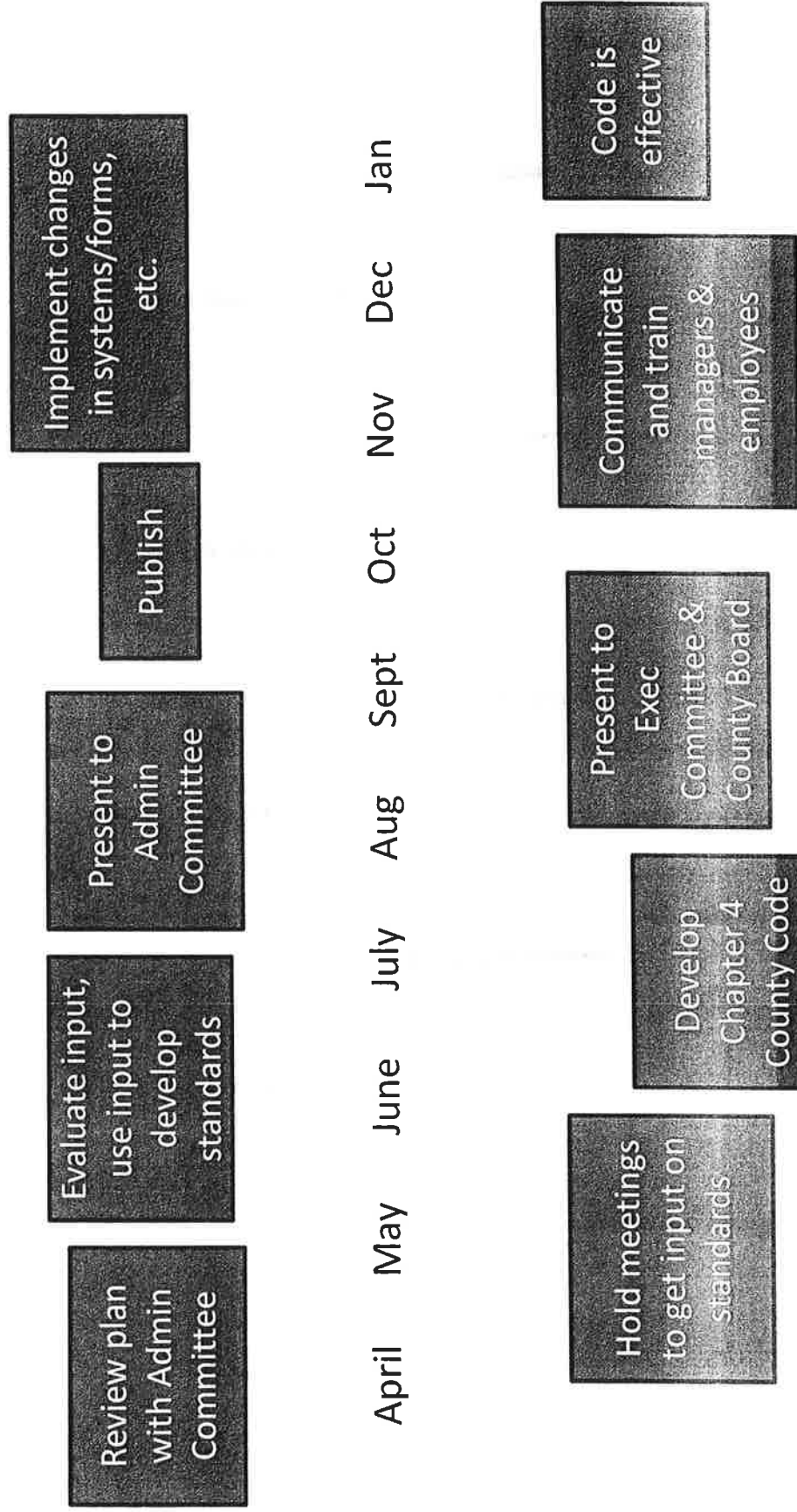
Attachments

- Revision Timeline
- Focus Groups
- Roll out meetings/ Communication Plan/Topics
- Communications to Departments

County Code - Chapter 4

Personnel Rules & Regulations

Revision Timeline



4/19/2011

Chapter 4 Update

Focus Groups

1. Friday, May 27 @ Northern Bldg.
 - M – F 8 – 4:30 Service departments
 - 12 invited; 9 attending
2. Wednesday, June 1 morning @ CTC
 - 24/7 operations
 - 14 invited; 10 attending
3. Wednesday, June 1 afternoon @ Northern Building
 - M – F 8 -4:30 Administrative departments
 - 13 invited; 8 attending
4. Friday, June 3 @ Northern Bldg.
 - Extended days/hours operations
 - 13 invited; 9 attending

Total attendance expected: 36 Department Heads/Supervisors
More may attend. Not all invitees have responded.

At the close of these meetings, I will ask for staff names for their input. The staff meetings will be easier to schedule. This round was difficult because of the budget meetings, etc. and the level of people – the calendars were hard to find an opening.

WCA

Lenzen_KM

From: Lenzen_KM on behalf of Klarkowski_DM
Sent: Friday, September 16, 2011 1:19 PM
To: Brown_County_Department_Heads
Subject: Chapter 4 / Administrative Policy & Procedures

Please share this information with your managers and supervisors.

Department Heads,

As you may or may not be aware, the rewrite of Chapter 4 (Personnel Rules and Regulations) was presented to Executive Committee earlier this week. The discussions will continue next Monday evening, with the intent of moving to the full County Board next Wednesday.

I would like to clarify a few things so we are all on the same page.

Brown County Code, Chapter 4 (Personnel Rules and Regulations) contains the broad guiding statement on personnel rules and regulations.

The current Administrative Policy and Procedures (Human Resources section) will be rewritten and named Employee Handbook. Departments are expected to have written department policies (How to request vacation, etc.) that are in compliance with County Code and the Employee Handbook. Departments will review departmental policies with Human Resources.

Pay Recommendations (such as shift differentials and holidays) will be placed on next month's Executive Committee agenda for approval.

Upon final approval from the County Board, Human Resources representatives will meet with department heads, managers and supervisors to review the changes and assist departments in communicating with their staff prior to year end. If you have any questions, please contact me or your analyst.

Thank you.

- Debbie
klarkowski_dm@co.brown.wi.us

Debbie Klarkowski-PHR
Brown County Human Resources
Phone 920.448.6288
Fax 920.448.6277

"The single biggest problem with communication is the illusion that it has taken place" George Bernard Shaw

This transmission may contain records and information protected by Federal Confidentiality Rules (42 CFR) which is privileged and/or confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, please be advised that any reading, review, forwarding, dissemination, distribution or copying of this communication or any attachment(s) are strictly prohibited. Any other use of, or taking of any action in reliance upon, the same by persons or entities other than the intended recipient is also strictly prohibited. If you have received this e-mail in error, please notify the sender immediately without reading it. Also, please delete it and all attachments from any servers or other hard drives. Unauthorized re-disclosure of confidential health information is prohibited by state and federal law.

Communication Plan/ Topics

Overview

1. Distribute print copies of Chapter 4 & HR Policies (& 12/10/10 timecard memo)- Code went from 37 to 29 pages
 - a. Discuss has always been governance of Admin staff. W/out contracts will apply to all
 - b. Chapter 4 & Policy apply to any ee not covered by collective bargaining
 - c. Chapter 4 is not a subject for debate
 - i. Code has been adopted & we must implement
 - ii. Re-write task involved melding information from 19 different contracts and current code into standard that would be most fair & apply to everyone
 - d. Discuss treating ee's fairly during transition from union to non-union
 - i. Retention
 - ii. Productivity
 - iii. Opportunity to demonstrate unions not needed for pleasant work environment
 - iv. May lead to ee's not choosing union when trend swings back
2. Explain intent: Chapter 4 is "umbrella" which covers basics for all ee's @ every level (in-depth to follow)
3. Explain HR Policies: More detailed breakdown of high-level issues impacting all ee's (in-depth to follow)
4. Dept-specific policies- should provide for department operations
 - a. Must be reviewed and approved by HR
 - b. Must maintain intent of Chapter 4 & and HR policy
 - c. Should implement "umbrella" policies for dept specifics
 - d. Should benefit dept & be fair to all ee's
 - e. Should make expectations, reasons, and consequences clear
 - f. HR help can/will be provided upon request
 - g. Once completed & compiled can be dept "handbook" or training tool
 - h. "living" documents that can be changed & updated regularly (HR approves changes)

Chapter 4

1. Review changes from previous to current rewrite
 - a. Purpose condensed to define reason for chapter w/ out detail
 - b. Scope revised to define who Chapter 4 does not apply to rather than name who it does. Now applies to all except:
 - i. Elected Officials
 - ii. 1 Chief Deputy
 - iii. Change: used to also exclude: non-county committee members, students, contractors, volunteers, per-diem ee's, temps, seasonal, consultants, ee's of other government entities
 - c. Defines Wisconsin as 'at-will' employment state
 - d. Definitions removed ** SKIP NEXT IN RED UNLESS ASKED SPECIFICALLY- FOCUS ON OPERATIONS**
 - e. BY STATE STATUTE, clarifies clearly the responsibility/authority of. NO INTENT TO CHANGE:
 - i. Board
 1. Determine # of ee's employed by County
 2. Budget approval
 - a. Personnel changes
 - b. Table of org changes
 3. Review & approve personnel policies
 4. Review & approve bargaining agreements

5. Confirm Dept Head appointments made by County Executive
6. Change: None; clarification only
- ii. Executive Committee
 1. Direct labor negotiations (new)
 2. Advise HR Manager
 3. Review all HR personnel policies
 4. Make recommendations to Board when most/all ee's affected
 5. Change: #1 added only
- iii. County Executive
 1. Appoint & Supervise Dept Heads
 2. Implement & administer policies
 3. Change: None; clarification only
- iv. Human Resources Manager (changed from Personnel Director)
 1. Direct & maintain all policies & procedures created in Chapter 4
 2. Develop mandatory & uniform procedures for:
 - a. Recruitment & selection
 - b. Wage & salary administration
 - c. Benefit administration
 - d. Policy administration
 - e. Investigations & disciplines
 - f. Ee development
 - g. Ee recordkeeping
 - h. Affirmative action
 3. Work w. Dept Heads & Elected Officials to ensure compliance with
 - a. Policies
 - b. Laws re: ee discipline
 4. Monitor & Advise all Dept Heads
 5. Administer Labor Contracts, discipline, & grievances
 6. Is directed & supervised by County Executive
 7. Changes: language changes only, intent & scope is same
- v. Dept Heads, Elected Officers, Supervisory Personnel
 1. No changes- language improvement & paragraph format only
- f. Employment Type
 - i. These were scattered throughout last version, *just arranged into one section*
- g. Position Control
 - i. This information was previously mostly in 'Position Classification' and 'Salary Administration' sections, but also scattered throughout
 - ii. *Condensed & Updated to meet current standards*
- h. Employment Selection Process
 - i. Equal opportunity employer statement
 - ii. Was 'recruitment and selection'
 - iii. Nepotism moved here
 - iv. *Shortened & defined more succinctly. Policies will contain more detail*
- i. Employee Orientation
 - i. Defined in own section rather than only under HR Manager & Dept Head responsibility
- j. **Initial Employment Period-** changed from probationary period

- i. Added as own section & made consistent
 - ii. *All ee's serve 6-month initial employment period*
 - iii. *Exception: Public Safety (Corrections, Patrol, Telecomm. Operators) are 1 year*
 - iv. Policy will define how/when to extend if needed
- k. **Salary Administration & Status Changes-** was 'salary administration'
 - i. *Class & Comp plan details removed-* grades & steps no longer applicable
 - 1. Need to change class sections to incorporate labor agreement positions
 - 2. Development will be in next phase, wages "as is" for now
 - ii. **Shift differentials will be standardized by hours between 5pm & 7am**
 - 1. Regardless of shifts and scheduling
 - 2. Policy will address details
 - 3. Specifics not certain yet- may be 1 & 2 % of base wage: 1% 5p-11p, 2% 11p-7a
 - iii. **Stand-by pay-** was pager pay- \$ amount for each week- no other compensation for- again, perhaps %'s
 - iv. **Temporary assignment pay**
 - 1. Depends on positions moved to & from
 - 2. HR discretion
 - 3. *Minimum time changed from 45 to 90 days; max. still 6 months*
 - v. **Status changes-**
 - 1. Promotions- pay increase; no guarantee of % change
 - a. Pay rates will be established based on qualifications, relevant experience
 - b. May be growth/development/experience opportunity for some & not \$
 - 2. LTE to Regular ee- LTE time counted toward initial employment & yrs of service
- l. **Working Hours-** was included in OT & Comp Time & hours not defined
 - i. *Usual 8 – 4:30. Dept. specific schedules may vary*
 - ii. Includes breaks & time off; no changes, section moved only
- m. **Overtime & Comp Time**
 - i. *OT at 1.5 times rate of pay over 40 hours worked- same as Chpt 4, may have been administered differently in some depts (should have been corrected in 2010)*
 - ii. *Comp time based on calendar year, not anniversary*
 - iii. *Comp time max 80 hrs/year. May not use bank & rebuild it; Paid out if unused.*
 - iv. *If taken, must be "mutually agreeable". Management reserves right to disallow use*
- n. **Paychecks-** was not addressed before
 - i. Bi-weekly pay periods
 - ii. *ALL ee's direct deposit as of 1/1/2012- will be a change for a few*
- o. **Benefits-** was fringe benefits/ renamed & rearranged. Now:
 - i. Regular part-time ee's 50% FTE or more are eligible; current will be grandfathered
 - ii. All benefits prorated in last year
 - iii. Holidays
 - 1. personal days moved to own section
 - 2. Actual days no changes
 - 3. Half days: reads must *work* first half to be paid 2nd half; s/b PAID, not worked
 - 4. If work: pay = 2x normal rate of pay (1x for normal pay & 1x for holiday)
 - 5. Holiday paid hours = USUAL department scheduled hours
 - 6. Holiday = midnight – midnight except 24/7's =start of first – end of last shift scheduled

iv. Personal Days

1. *Reduced from 4 to 3 "floating" days*
2. *Day after Thanksgiving added as fixed personal day (total still 4)*
3. *Day after Thanksgiving treated as holiday for non- 24/7 environs*
4. *Day after Thanksgiving for 24/7: is kept a floating personal day due to their scheduling. 24/7 is defined by HR as: CTC 24-hr coverage staff (nurses), Telecomm. Operators, Corrections Officers, and Shelter Care Workers (Patrol still have contract or them too)*

v. Vacation

1. *Language changed from "during" current to "after" previous time period & "days" changed to "hours"*
 - a. *Ee's who term tended to over-use and have to pay back*
 - b. *Tedious for payroll to manage*
 - c. *Clearer start dates for ee's*
 - d. *Allowable to use time in portions of hours, not days*
 - e. *Carry-over requests can be submitted to HR Mgr for consideration (same as now)*
2. *Schedule:*
 - a. *40 [37.5] hours after 6 months (was 10 days during 1st year)*
 - b. *88 [82.5] hours after 1 year (was 11 days during 2nd year)*
 - c. *96 [90] hours after 3 years (was 12 days during 4th year)*
 - d. *104 [97.5] hours after 4 years (was 13 days during 5th year)*
 - e. *120 [112.5] hours after 5 years (was 15 days during 6th year)*
 - f. *144 [135] hours after 9 years (was 18 days during 10th year)*
 - g. *160 [150] hours after 10 years (was 20 days during 11th year)*
 - h. *200 [187.5] hours after 16 years (was 25 days during 17th year)*
3. *Impact- 1st tab of "what if" spreadsheet under HR Dept/Copy of Vacation*
4. *Depts to develop own vacation selection policies; if no agreement between ee's defaults to senior (Senior determined by start date with COUNTY- not DEPT)*

vi. Casual *same except those on sick plan will transition to casual*

1. *ALL ee's will move to Casual/STD from Sick plan*
2. *Cannot be used during last 2 weeks of employment if 2-week notice given*
3. *All hours credited to ee's at start of calendar yr*
4. *Ee's rolled from sick to casual will maintain sick bank & can use for sick time only*
5. *Upon departure half of balance UP TO 90 DAYS will be paid out (max. 45 day payout)*

vii. Bereavement *(was funeral leave)*

1. *Immediate family member increased to 5 days from 3*
2. *Non-immediate family or pall bearer= 1 day for funeral*
3. *One day must be to attend funeral*
4. *If happens during vacation or other time off that time will be credited back for later use*
5. *Part-time ee's paid for regularly scheduled days only w/in that timeframe*

viii. Worker's Compensation *(no changes)*

1. *Benefits above legally required 66 2/3% of pay= 75%*
2. *Injury/Accident report required*
3. *Time off requires certification/request from Dr*

ix. Insurance *(was not addressed in Chapter before)*

1. *Health, Life & Dental- coverage & contributions may change annually*

2. Retirement insurance continuation at ee full expense until age 65 (was lifetime)
 3. Rate varies for each percentage 50 & over
 4. Will grandfather currently insured working under 50%
 - a. No new enrollees effective NOW under 50% ee unless part of contract
- x. STD, LTD, Banked Sick-**
1. *No STD or LTD if less than 50% ee*
 2. *Standard maternity leave of 6 weeks*
 - a. *If out on leave before 1/1/12, contract applies*
 3. RTW after LTD- case-by-case basis decision; reinstate to position qualified for
- xi. LOA**
1. *Maximum time reduced from 1 year to 6 months*
 2. HR manager, Supervisor, & Dept Director must all approve
 3. Ee must contact HR if out more than 3 days
 4. Includes all unpaid leave reasons (medical, parental, military, or personal)
 5. Exceptions to limits are possible; forward requests to HR Mgr (same as now)
- xii. EE Development LYNN**
1. *Partnership with HR & dept to complete activities:*
 - a. Indiv. Ee devel for efficiency & dept needs
 - b. Common needs across depts.
 - c. Keep info current re: job requirements, training opportunities, manuals, etc
 - d. Maintain ee training records
 - e. Update personnel files
 - f. Analyze & evaluate ee devel. Needs for all ee's
 - g. All ee's get equal training opportunities
 - h. Cross train ee's in best interest of county
 2. Includes Safety & mandated trainings
 3. Mileage, travel, conference fees, tuition may be reimbursable
- p. Employee Performance Evaluations LYNN** (was performance planning & review; part of Salary Admin)
- i. Must be completed for *every* ee at least once per year
 - ii. Policy will be specific re: "how to" and forms
 - iii. Dept Head responsibility to ensure completed
 - iv. LTE eval's not required but recommended
 - v. Must be reviewed & discussed w/ ee
 - vi. Will include comments & specific examples- no ranking
 - vii. Must be filed w/ HR
 - viii. Dept Head compliance will be monitored; if not compliant, Dept Head will be notified; if still not compliant County Exec will be notified
- q. Corrective Action, Layoffs & Terms** (was under Conditions of Employment & Exit Interviews)
- i. Grounds for Discipline same except added:
 1. *Abuse of client or patient*
 2. *Disclosure of confidential information in violation of federal or state law or county ordinance*
 3. Language added re: consistency in application, penalty appropriate to infraction, systematic documentation of all incidents, & all situations in writing w/ full (factual) description & ee statement in response
 4. Verbal reprimands recorded in ee Dept (incl counsel conversations as step 1)

5. Written reprimands, suspensions & terms provided to ee, HR Manager, ee's Supervisor, & Dept files
6. Suspensions & terms must be discussed w/ HR Mgr before any action taken
7. County Exec must be informed of all suspensions & terms

ii. Demotions- same

iii. **Layoffs**

1. Dept Head & HR Mgr confer to verify legal compliance
2. LTE, trainee, initial employment period s/b termed 1st
3. Layoffs based on & consideration given to:
 - a. Dept needs, efficiency & economy of workplace
 - b. Ee's length of service
 - c. Ability of remaining ee's to complete needed work
 - d. Hx job performance of affected ee's
 - i. Must be documented & verified by ee signature
 - e. All things equal, seniority prevails
4. In some cases "bumping" may be allowed
 - i. Will be decided w/ Dept Head & HR
 - ii. Depends on specifics
 - iii. Depends on # of ee's in same class
5. 14 day notice from HR to laid off ee's (increased from 10 days)
6. Re-hire based on most qualified indiv to perform work

iv. **Term Notice**

1. Ee's = min. 2 weeks notice
2. Dept Heads & Supv ee's- min. 4 weeks notice
3. As much notice as possible appreciated
4. Must return all County equipment

r. Grievance Procedure ALSO CREATE/ATTACH FORM

i. Definition additions:

1. Term= discharge due to rule violation, performance, or misconduct
2. Does NOT include: layoff, retirement, job abandonment, med. Condition, lack of qualification or license, or inability to perform job duties
3. Unsafe working conditions= violation of state or federal regulations re: workplace health & safety standards
4. Administration same w/ addition of:
 - a. Dept Heads shall cooperate w/ HR Mgr in scheduling & disposition of grievance
 - b. HR Mgr may adopt add'l rules & requirements
 - c. (Policy will have specifics)
5. Procedure (changes)
 - a. Step 1
 - i. Ee prepares factual statement of incident incl date, facts, informal steps taken for resolution, remedy requested
 - ii. Statement goes to Dept Head
 - iii. Dept Head forwards to HR Mgr
 - iv. Dept Head must meet w/ ee w/in 5 work days to seek resolution
 - v. If unable, Dept Head prepares written response denying grievance & reasons to do so & forwards to HR Mgr, also copy to ee

- b. Step 2
 - i. w/in 5 work days ee must present written grievance to HR Mgr
 - ii. HR Mgr or designee meets w/ ee (and/or representative) to gather facts
 - iii. HR Mgr or designee responds to ee in writing w/ in 5 work days of meeting
 - iv. HR Mgr decision final except for issues of:
 - 1. Ee terms
 - 2. Ee disciplines
 - 3. Workplace safety
- c. Step 3
 - i. If ee not happy w/ HR Mgr decision must submit written request for hearing before impartial officer w/ in 5 work days of rcving HR Mgr response
 - ii. If topic 1,2 or 3 above HR Magr selects impartial officer w. agreement of ee
 - iii. If can't agree on officer, HR Mgr requests list of staff arbitrators from Wisc Employment Relations Commission (WERC)
 - iv. HR Mgr selects arbitrator
 - v. Arbitrator or selected Officer hold hearing
 - vi. County & ee may present witnesses
 - vii. Arbitrator or Officer issues written decision
- d. Step 4
 - i. Within 5 work days of receipt either HR Mgr or ee may appeal decision to Executive Committee of County Board
 - ii. Exec Committee reviews case
 - iii. Ee and HR Mgr may make oral arguments before Exec Committee
 - iv. Exec Committee deliberates & either affirm or overturns decision
 - v. If decision reversed, Exec Committee can include alternate resolution
 - vi. Exec Committee forwards decision to County Board
 - vii. HR Mgr and ee may present oral argument to County Board
 - viii. County Board makes final decision.
- e. Representation
 - i. ee entitled to representation at every step above
 - ii. HR Mgr may delegate to legal advisor or Corp Counsel
 - iii. Ee & HR Mgr may waive time limits if mutually agreed
 - iv. Nothing in policy diminishes any legal rights
- s. Transactions & Records Mngmnt
 - i. County Exec recommendation for new positions moved to 'Creating New Positions' in outside of budget section; no changes
 - ii. County Exec reclass approval changed to Board approval in 'Salary Structure' section
 - iii. County Exec reallocate current positions changed to Board Authority section; also County Exec responsibility in budget proposals (no change)
 - iv. Section now refers to Personnel files & transaction records- no changes
- t. **Conflict of Interest**
 - i. More broadly defined but essentially the same
 - ii. Prohibited activities now listed (some previously listed can be defined by the below):

1. Using official authority to interfere with or affect election or nomination results
 2. Attempt to coerce, coerce, command, or advise state or local officer or employee to lend, pay, or contribute anything of value to anyone for political purposes
 3. Be candidate for public office in partisan election (used to also contain: when employee is employed in activity financed wholly or in part by federal loans or grants)
- .
u. Gifts & Gratuities/ Sexual Harassment- no changes

HR Policies

Review HR policies, relating to sections of Chapter 4 where applicable

Policy specifics/highlights/changes to follow when agreed upon w/ HR Dept

Lenzen_KM

From: Lenzen_KM on behalf of Klarkowski_DM
Sent: Tuesday, November 22, 2011 11:05 AM
To: Brown_County_Department_Heads
Cc: Kazik_PJ; Seidel_DA; Younk_LA (Younk_LA@co.brown.wi.us); VandenLangenberg_LA
Subject: Chapter 4 / Department Internal Procedures
Attachments: 11-22-11 Communication.pdf; Signed Chapter 4 Ordinance.pdf

Please review the attached memo and forward to your supervisors and managers.

Thank you!

- Debbie
klarkowski_dm@co.brown.wi.us

Memo + Signed Chapter 4
were attached.

Debbie Klarkowski - PHR
Brown County Human Resources
Phone 920.448.6288
Fax 920.448.6277

This transmission may contain records and information protected by Federal Confidentiality Rules (42 CFR) which is privileged and/or confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, please be advised that any reading, review, forwarding, dissemination, distribution or copying of this communication or any attachment(s) are strictly prohibited. Any other use of, or taking of any action in reliance upon the same by persons or entities other than the intended recipient, is also strictly prohibited. If you have received this e-mail in error, please notify the sender immediately without reading it. Also, please delete it and all attachments from any servers or other hard drives. Unauthorized re-disclosure of confidential health information is prohibited by state and federal law.

All emails and attachments sent and received are subject to monitoring, reading and archival by Brown County. The recipient of this email is solely responsible for checking for the presence of "Viruses", "Worms", "Trojan Horses", or the like. Brown County accepts no liability for any damage caused by any such code transmitted by or accompanying this email or any attachment.

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

November 22, 2011

TO: Brown County Department Heads

FR: Debbie Klarkowski

RE: Chapter 4 Personnel Rules and Regulations / Department internal procedures

Chapter 4 Personnel Rules and Regulations of the Brown County Code was recently approved by the Brown County Board of Supervisors (copy attached). These rules and regulations are in effect for Brown County Administrative personnel. The Collective Bargaining Agreements for most union employees will end on December 31, 2011. Upon expiration of these agreements, the Chapter 4 Rules and Regulations will apply to these employees as well.

Currently, there are Human Resources Policies & Procedures on the Brown County intranet. These policies will remain in effect until new policies are drafted, approved and posted. The following list outlines the current policy number and title and the associated Chapter 4 reference. Please use this as a guide until the new policies and procedures are developed.

As stated, your department will want to review your internal operating procedures and provide guidance to your employees. Internal procedures will apply the "how" your department will operate. For example, Chapter 4 outlines the amount of vacation time an employee will accrue. Your internal procedure will explain "how" an employee will apply for vacation benefits, the approval process, and if certain priorities will be granted within your department (seniority, first come first serve, etc.).

If you have any questions regarding your department's internal procedures, please feel free to contact Human Resources. Many departments have already completed their procedures and there are copies in Human Resources. You are welcome to browse through these documents to assist you in developing your procedures.

Upon or near completion of your department's procedures, please forward a copy to Human Resources for review and file retention.

Thank you!

Following is a list of current Human Resources Policies & Procedures on the Brown County Intranet. The list compares the current policy with the appropriate reference in Chapter 4. If there is not a reference in Chapter 4, it is marked N/A.

Current Policy #	Current Policy Title	Chapter 4 Reference	Chapter 4 Title
HR-1	Departmental Reorganization	4.18 – 4.24	Position Control
HR-2	Employee Education	4.75	Employee Development
HR-3	Return to Work	4.74	Leave of Absence
HR-4	Travel Authorization	N/A	
HR-5	Drug Testing	4.37	Recruitment/Selection
HR-6	Drug Free Workplace	N/A	
HR-7	Performance Planning & Review	4.76 – 4.84	Employee Performance Evaluations
HR-8	Probation Policy	4.43 -4.44	Initial Employment Period
HR-9	Sexual Harassment	4.105	Sexual Harassment
HR-10	Recruitment/Selection	4.26 – 4.38	Employment Selection Process
HR-11	Grievance Processing	NEW	
HR-12	Family Leave	4.74	Leave of Absence
HR-13	Payroll Information Forms	N/A	
HR-14	Short-term Disability	4.71	Benefits
HR-15	Part-time Employees Insurance	4.63 – 4.64	Benefits
HR-16	Donation of Vacation	N/A	
HR-17	Unpaid Leave	4.74	Leave of Absence
HR-18	Attire & Appearance Guidelines	N/A	
HR-19	Tobacco Use	N/A	
F-10	Relocation	4.38	Recruitment/Selection - Relocation

4.47 – 4.51 Salary Administration and Status Changes will be addressed in a new policy and procedure.

BROWN COUNTY TIME CARD - CORRECTIONAL OFFICERS

EMPLOYEE NO.		EMPLOYEE NAME CODE		DEPARTMENT		DIVISION NO.		7 4 2 0		7/14/13																	
SHIFT PAY		NON-SHIFT HOURS		SHIFT PAY 5p-11p@ .23		SHIFT PAY 11p-7a@ .46		PAID LEAVE HOURS		OTHER																	
DAY	DATE	TIME IN	TIME OUT	REG HRS	OT HRS	DBL TIME	TRAIN OT	REG SHIFT	OT 1-1/2	DBL TIME	HOLI HRS	VAC HRS	PERS	CASL	COMP USED	COMP EARNED	OTHER HRS	OTHER CODES									
SUN	7-1	0700	1500																								
MON	7-2	0700	1500																								
TUE	7-3																										
WED	7-4										8																
THR	7-5																										
FRI	7-6	0700	1500																								
SAT	7-7	0700	1500																								
SUN	7-8	0700	1500																								
MON	7-9	0700	1500																								
TUE	7-10	0700	1500																								
WED	7-11																										
THR	7-12																										
FRI	7-13	0700	1500																								
SAT	7-14	0700	1500																								
COLUMN TOTALS				73																							
												202	203	205	991	992	993	960	961	962	08	09	12	18	11	80	
												BASE HOURS(HIGHLIGHTED AREAS)															
												OVERTIME TOTAL															
												TOTAL PAID HOURS															

EMPLOYEE SIGNATURE _____

SUPERVISOR SIGNATURE _____

BROWN COUNTY TIME CARD - CORRECTIONAL OFFICERS

EMPLOYEE NO.		EMPLOYEE NAME CODE		DEPARTMENT		DIVISION NO.		PAY PERIOD (END)	
						7 4 2 0		1/14/12	

SHIFT PAY																							
DAY	DATE	TIME IN	TIME OUT	NON-SHIFT HOURS			PAID LEAVE HOURS			OTHER HRS	CODES												
				REG HRS	OT HRS	DBL TIME	TRAIN OT	REG SHIFT	OT 1-1/2			DBL TIME	VAC HRS	PERS	CASL	COMP USED	COMP EARNED						
SUN	1-1	0700	1500	8																			
MON	1-2	0700	1500	8																			
TUE	1-3	0700	1500	8																			
WED	1-4	0700	1500	8																			
THR	1-5	0700	1500	8																			
FRI	1-6	0700	1500	8																			
SAT	1-7	0700	1500	8																			
SUN	1-8	0700	1500	8																			
MON	1-9	0700	1500	8																			
TUE	1-10	0700	1500	8																			
WED	1-11	0700	1500	8																			
THR	1-12	0700	1500	8																			
FRI	1-13	0700	1500	8																			
SAT	1-14	0700	1500	8																			
COLUMN TOTALS				80																			
				202	203	205	991	992	993	960	961	962	08	09	12	18	11	80					
BASE HOURS(HIGHLIGHTED AREAS)																			88				
OVERTIME TOTAL																							
TOTAL PAID HOURS																							

EMPLOYEE SIGNATURE _____

SUPERVISOR SIGNATURE _____

Group # 2 Thanksgiving

BROWN COUNTY TIME CARD - CORRECTIONAL OFFICERS

EMPLOYEE NO.		EMPLOYEE NAME CODE		DEPARTMENT		DIVISION NO.		PAY PERIOD (END)																					
						7 4 2 0		12 / 6 / 12																					
SHIFT PAY																													
NON-SHIFT HOURS																													
DAY	DATE	TIME IN	TIME OUT	REG HRS	OT HRS	DBL TIME	TRAIN OT	REG SHIFT	OT 1-1/2	DBL TIME	REG SHIFT	OT 1-1/2	DBL TIME	SHIFT PAY 11p-7a@ .46	PAID LEAVE HOURS					OTHER									
SUN	11-18	0700	1500																										
MON	11-19	0700	1500																										
TUE	11-20	0700	1500																										
WED	11-21	0700	1500																										
THR	11-22	0700	1500																										
FRI	11-23	0700	1500																										
SAT	11-24	0700	1500																										
SUN	11-25	0700	1500																										
MON	11-26	0700	1500																										
TUE	11-27	0700	1500																										
WED	11-28	0700	1500																										
THR	11-29	0700	1500																										
FRI	11-30	0700	1500																										
SAT	12-1	0700	1500																										
COLUMN TOTALS				72																									
															202	203	205	991	992	993	960	961	962	08	09	12	18	11	80
															BASE HOURS(HIGHLIGHTED AREAS)										80				
															OVERTIME TOTAL														
															TOTAL PAID HOURS														

EMPLOYEE SIGNATURE _____
SUPERVISOR SIGNATURE _____

10-11-12

25

Group II 3

BROWN COUNTY TIME CARD - CORRECTIONAL OFFICERS

EMPLOYEE NO.		EMPLOYEE NAME CODE		DEPARTMENT		DIVISION NO.		PAY PERIOD (END)	
						7 4 2 0		7/14/13	

SHIFT PAY																						
NON-SHIFT HOURS					PAID LEAVE HOURS																	
DAY	DATE	TIME IN	TIME OUT	REG HRS	OT HRS	DBL TIME	TRAIN	REG SHIFT	OT 1-1/2	DBL TIME	REG SHIFT	OT 1-1/2	DBL TIME	HOLI HRS	VAC HRS	PERS	CASL	COMP USED	COMP EARND	OTHER HRS	OTHER CODES	
SUN	7-1																					
MON	7-2																					
TUE	7-3	0700	1500	8																		
WED	7-4	0700	1500	8										8								
THR	7-5	0700	1500	8																		
FRI	7-6	0700	1500	8																		
SAT	7-7	0700	1500	8																		
SUN	7-8																					
MON	7-9																					
TUE	7-10																					
WED	7-11	0700	1500	8																		
THR	7-12	0700	1500	8																		
FRI	7-13	0700	1500	8																		
SAT	7-14	0700	1500	8										8								
COLUMN TOTALS				72												09	12	18	11		80	

BASE HOURS(HIGHLIGHTED AREAS)

OVERTIME TOTAL

TOTAL PAID HOURS

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

225

6:00pm 11-3

BROWN COUNTY TIME CARD - CORRECTIONAL OFFICERS

EMPLOYEE NO.		EMPLOYEE NAME CODE		DEPARTMENT		DIVISION NO.		PAY PERIOD (END)													
						7 4 2 0		12/1/10													
SHIFT PAY																					
NON-SHIFT HOURS																					
DAY	DATE	TIME IN	TIME OUT	REG HRS	OT HRS	DBL TIME	TRAIN OT	REG SHIFT	OT 1-1/2	REG SHIFT	DBL TIME	DBL TIME	HOLI HRS	VAC HRS	PERS	CASL	COMP USED	COMP EARNED	OTHER HRS	OTHER CODES	
SUN	11-18	0700	1500	8																	
MON	11-19	0700	1500	8																	
TUE	11-20																				
WED	11-21																				
THR	11-22																				
FRI	11-23	0700	1500	8																	
SAT	11-24	0700	1500	8																	
SUN	11-25	0700	1500	8																	
MON	11-26	0700	1500	8																	
TUE	11-27	0700	1500	8																	
WED	11-28																				
THR	11-29																				
FRI	11-30	0700	1500	8																	
SAT	12-1	0700	1500	8																	
COLUMN TOTALS				72																	
				202	203	205	991	992	993	960	961	962	08	09	12	18	11	80			
BASE HOURS(HIGHLIGHTED AREAS)																			80		
OVERTIME TOTAL																					
TOTAL PAID HOURS																					

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

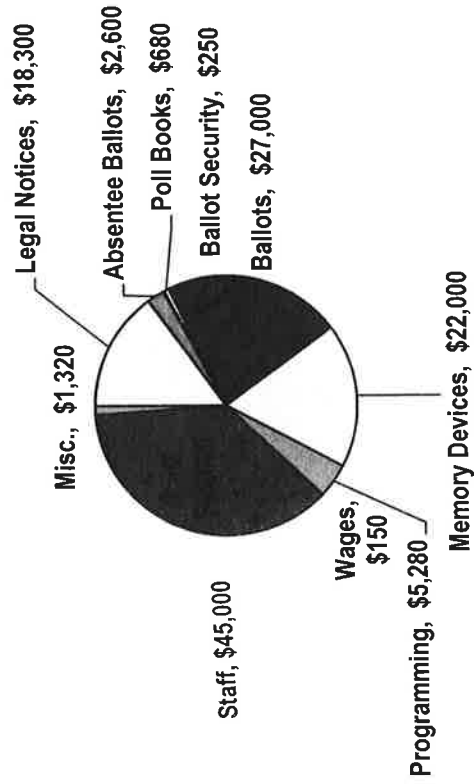
Q. How much does it cost to train a dispatcher?

A. I think the question you're really asking is, "How much did we spend when a dispatcher leaves just after we finished training him/her?" Well, the basic question is pretty simple to figure out, based on your local pay rates-- we've used the national average from our Job Openings page and training period of six months--plug in your own cost figures.

- pay of the dispatcher in training x 6 months = \$14,268
- pay of trainer = \$14,981 (+5% bonus)
- pay for dispatcher to fill empty position of trainer = \$21,402 (time and one-half overtime)
- miscellaneous overtime for trainer = \$983 (2 hours per week)
- miscellaneous supplies (books, binders, etc.) = \$100
- supervisor admin time = \$1,081 (2 hours per week, +10% pay step)
- Total = \$52,815

Note that this does **not** include the cost of overtime to fill the empty position the trainee will eventually fill. It also doesn't include the pay of anyone assisting in the training, such as firefighters, officers or paramedics. As mentioned above, if a trainee drops out after the training is completed, you'll really end up adding this person's cost to the cost of the **next** person you train. If you end up training **four** people to get **one** dispatcher who stays on, you've spent over \$200,000 for one position. Yikes!

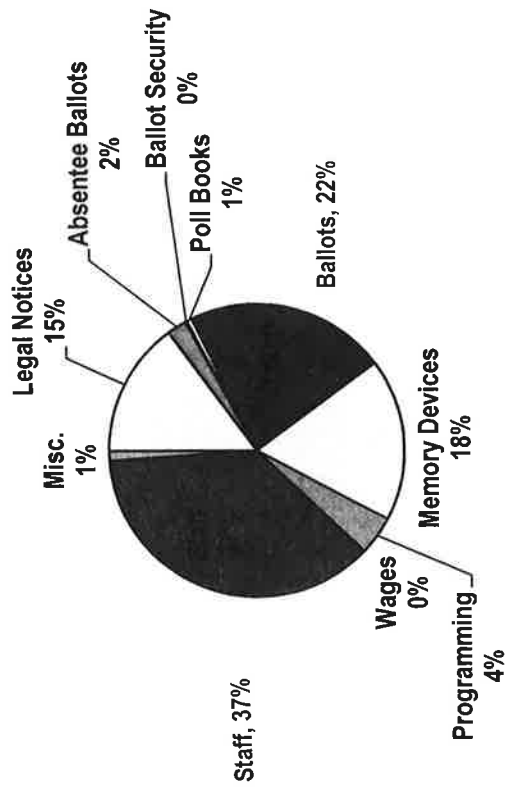
Brown County 2012 Est. Recall Costs per Election \$122,605 Dollars



- ☐ Legal Notices
- ☒ Absentee Ballots
- ☐ Ballot Security
- ☐ Poll Books
- ☒ Ballots
- ☐ Memory Devices
- ☒ Programming
- ☐ Wages
- ☒ Staff
- ☒ Misc.

Brown County 2012 Est. Recall Costs per Election \$122,605

Percentage



- ☐ Legal Notices
- ☒ Absentee Ballots
- ☐ Ballot Security
- ☐ Poll Books
- ☒ Ballots
- ☐ Memory Devices
- ☒ Programming
- ☐ Wages
- ☒ Staff
- ☒ Misc.